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# Examples of knowledge retention practices in KIBS SMEs

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## Examples of knowledge retention practices in KIBS SMEs



- Knowledge management systems
- Document management systems

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Knowledge retention is a key factor in the success of any business, especially in knowledge-intensive small and medium enterprises (KIBS SMEs). It involves capturing, storing and reusing knowledge, both explicit and tacit, for organizational learning and growth.

Examples of knowledge retention practices in KIBS SMEs include the use of knowledge management systems, document management systems. Furthermore, it could be considered as a retention practice the use of social media to capture and share knowledge. Social media is a great way to capture and share knowledge within an organization. It can be used to create discussion forums and share documents, as well as to create a platform for collaboration and knowledge sharing. The use of social media in KIBS SMEs is a great way to ensure that knowledge is shared and stored effectively, and can be used to drive organizational learning and growth.

# Knowledge Management Systems

Knowledge management systems are used:

- To capture and store knowledge within an organization.
- To store data, documents, and other information related to the organization's operations.
- To ensure that knowledge is shared and stored effectively.
- To drive organizational learning and growth.



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Knowledge management systems (KMS) play a crucial role in enabling KIBS SMEs to capture and store knowledge effectively. These systems can be used to capture and store a variety of information, including data, documents, and other important information related to the organization's operations. By using KMS, organizations can ensure that knowledge is shared and stored effectively, enabling employees to access the information they need to perform their jobs more efficiently. This, in turn, can help drive organizational learning and growth. With the use of KMS, KIBS SMEs can create a comprehensive knowledge base that is easily accessible to all employees, facilitating collaboration and enabling the organization to respond more quickly to changing market conditions. Overall, KMS can serve as a powerful tool for KIBS SMEs to enhance knowledge retention and drive innovation and growth.

## Document management systems



Document management systems are used to store and manage documents within an organization.

**These systems are used to organize documents, store them securely, and make them easily accessible to all members of the organization.**

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Document management systems (DMS) play a critical role in the knowledge retention of KIBS SMEs. These systems offer a secure and centralized platform for storing and managing critical knowledge assets. DMS allows knowledge to be shared easily among employees, enabling organizations to maintain a cohesive and collaborative work environment. Additionally, DMS facilitates efficient organization and tracking of documents, ensuring that they remain up-to-date and easily accessible to employees. With the growing importance of digital transformation and remote work, the use of DMS becomes even more critical for KIBS SMEs. Thus, the implementation of DMS is an essential investment for these organizations to ensure effective knowledge management and business operations.

## Sources and find out more!

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- What is a knowledge management system?. <https://www.hubspot.com/knowledge-management-systems>
- Essential guide to document management systems. <https://www.powerdms.com/policy-learning-center/essential-guide-to-document-management-systems-and-software>



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More about the project:  
[knowmanproject.eu](http://knowmanproject.eu)

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